

Key Word or Phase Searches:

- Search by single words such as [test](#) or [hello](#).
- Search by a phrase by surrounding the phrase with double quotes such as "[hello dolly](#)".
- Multiple words can be combined together with upper case Boolean operators (AND, OR, NOT) to form a more complex query such as [jazz OR blues](#), [jazz AND blues](#), [jazz NOT blues](#).

Formatting and Indexing:

The following rules are applied when searching the database, and can be used as a guideline(s) for your search criteria.

Special characters have special meanings so normally do not include any of the following special characters in your search criteria:

- + - && || ! () { } [] ^ " ~ * ? : \
- If you need to search for the special characters, you must prefix the character with a \ so it is recognized as a special character. For example to search for (1+1):2 use the query: \(1+1\)\:2

Refine Searches:

1. **Wildcard queries** - Allows for broader search results. Characters take the place of any character that is not known or specified (can be prefixed and suffixed).
 1. To perform a single character wildcard search use the question mark (?) symbol.
Example: [te?t](#) will return text and test.
 2. To perform a multiple character wildcard search use the asterisk(*) symbol.
Example: [test*](#) will return test, tests and tester.
2. **Fuzzy queries** - Searches for words with a form similar to the words entered. This is useful for finding misspelled words. It is used by adding the tilde (~) symbol at the end of a single word. Example: [sarah~](#) [thompson~](#) will give all different spellings and similar names to sarah thompson.
3. **Boolean or Logical Operators** - Are used to allow you to enter several words in a search. Note: Boolean operators must be ALL CAPS. The OR operator is the default. The Boolean short cut symbols are in parenthesis.
 - OR (||) – Retrieves documents in which at least one of the entered words is present. The query [dog OR cat](#) returns names that contain the word "dog", the word "cat" or both words "dog" and "cat" in the document.
 - AND (&&) – Retrieves documents in which all the entered words are present. The query [dog AND cat](#) returns names that contain both the words "dog" and "cat" regardless of their order within the document.
 - Required (+) - Requires the term after the "+" symbol to exist somewhere in the document. The query [+dog cat](#) returns names that must contain "dog" and may contain "cat".
 - NOT (!) – Excludes documents that contain the term after NOT. The query [dog NOT cat](#) returns names which have the word "dog" but not the word "cat".
 - Prohibit (-) – Excludes documents that contain the term after the "-" symbol. The minus sign should appear immediately before the word and should be preceded with a space. The query "[Jakarta Apache](#)" -"[Apache Lucene](#)" will return all names with "Jakarta Apache" but not "Apache Lucene".
 - Grouping () - Using parentheses to group key words or clauses. The query ([Jakarta OR Apache](#)) [AND website](#) will result in documents where the name Jakarta or Apache appears along with the word website.